



ACCOUNTS RECEIVABLE

INVOICE PROCESSING

Chapter 5

Other Customer Invoice Processes



DISPLAY DOCUMENT – FB03

This transaction is used to view posted documents.

You may also use this transaction to find document numbers for posted documents.

AASIS Support Center
Revised September, 2005



Document Edit Goto View System Help

Display Document: Initial Screen

Document list First item Editing options

Keys for Financial Accounting		Document display using...	
Document Number		Reference no.	
Company Code	ARK		
Fiscal Year	2005		

If the document number is not known, or you wish to find specific types of documents, or all documents on a specific date, click Document List button.

Use the Document List to search for documents using different criteria.
The Document List is a versatile and valuable tool.



Document List

Company code ARK to

Document number to

Fiscal year 2003 to

General selections

Document type to

Posting date to

Entry date to

Reference number to

Reference procedure to

Reference key to

Logical system to

Also display noted items

☐ Display noted items

Search for own documents

☐ Own documents only

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You may enter a document type, a posting date or range of dates, etc.

NOTE: Since the posting date keyed may not be the same as the entry date, use the entry date field to see all documents entered on a given date.

Click on the Dynamic selection icon to further identify your search for a document.



Program Edit Goto System Help

Document List

Document header

- Document type
- Document Date
- Posting Date
- Posting Period
- Entry date
- Changed on
- Translation date
- User name

Dynamic selections

- Document header
- Document type
- Document Date
- Posting Period
- Entry date
- User name

Company code ARK to

Document number to

Fiscal year 2005 to

General selections

- Document type DR to
- Posting date to
- Entry date to
- Reference number to
- Reference transaction to
- Reference key to

To search by user name, enter the user's logon name.

After further search criteria is entered, green arrow back to previous screen.



Program Edit Goto System Help

SAP

Document List

1 active

Company code ARK to

Document number to

Fiscal year 2003 to

Execute.

General selections

Document type to

Posting date to

Entry date to

Reference number to

Reference procedure to

Reference key to

Logical system to

Also display noted items

☐ Display noted items

Search for own documents

☐ Own documents only

FB03 sapqas INS



SAP

Document Edit Goto Settings Extras Environment System Help

Document Overview

Doc.type : DR (Customer invoice) Normal document

Doc. number	18001134	Company code	ARK	Fiscal year	2003
Doc. date	03/28/2003	Posting date	03/28/2003	Period	09
Doc. currency	USD				

Itm	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	01	6000000056	Anything Goes Resta	0610		106.64		
2	50	4048003000	Sale Surplus Prop	0610	HSC6101	100.01-	383211	
3	50	2120002000	Sales Tax AP			5.13-		
4	50	2120002000	Sales Tax AP			1.00-		
5	50	2120002000	Sales Tax AP			0.50-		

Double click on a line to view individually.

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Document Edit Goto Extras Environment System Help

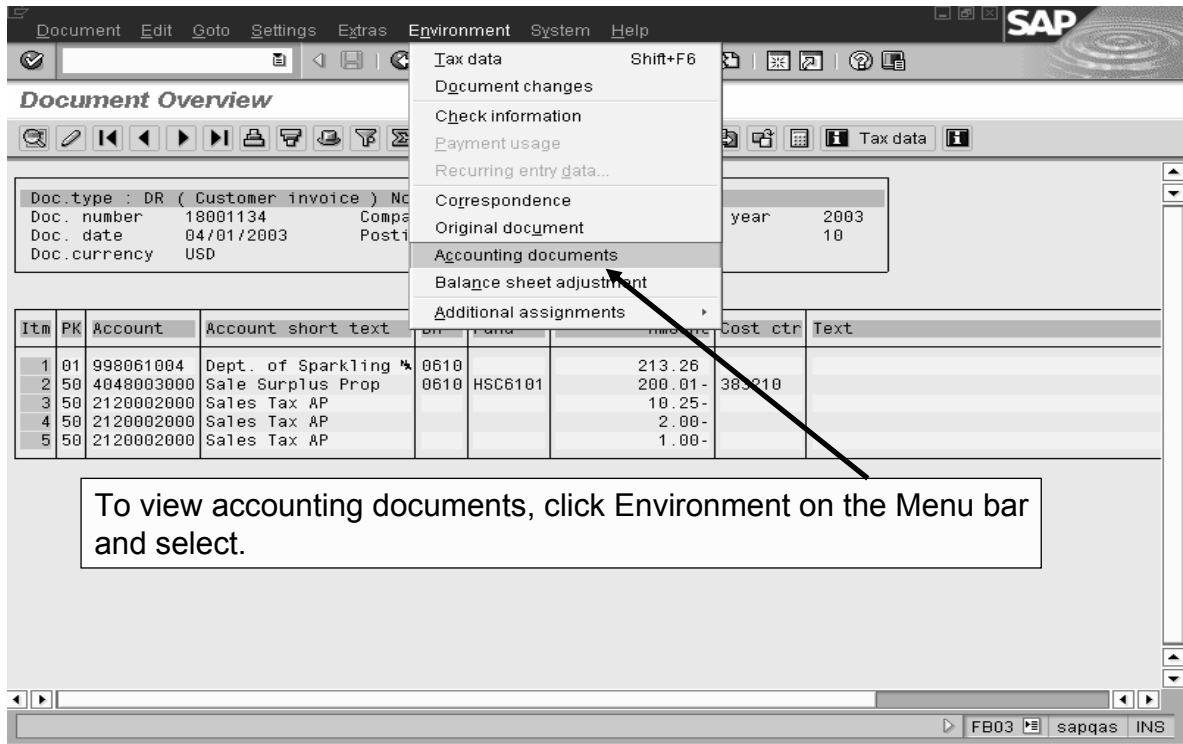
Display Document: Line Item 001

Green arrow back.

Click buttons to view each line item

Customer	600000056	Anything Goes Restaurant	G/L acc	1130001000
CoCode	ARK	2222 Mardi Gras Street		
State of Arkansas	LITTLE ROCK	Doc. no.	18001134	
Line Item 1 / Invoice / 01				
Amount	106.64	USD		
Tax code	S1			
Additional details				
Bus. area	0610			
Disc. base	106.64	Disc. amount	0.00	USD
Payt terms	NT30	Days/percent	30 0.000 % 0	0.000 % 0
Bline date	03/28/2003	Invoice ref.	/	/ 0
Print block	<input type="checkbox"/>			
Payment ref.				
Dunn. block	<input type="checkbox"/>	Dunning key	<input type="checkbox"/>	
Last dunned	0	Dunning area	<input type="checkbox"/>	
Assignment	18001134			

FB03 sapqas INS



The screenshot shows the SAP 'Document Overview' screen. The 'Environment' menu is open, and 'Accounting documents' is highlighted. A black arrow points from the text box below to this menu item. The background shows document details and a line item table.

Item	PK	Account	Account short text	Dr	Cr	Balance	Cost ctr	Text
1	01	998061004	Dept. of Sparkling W	0610		213.26		
2	50	4048003000	Sale Surplus Prop	0610	HSC6101	200.01-	38-210	
3	50	2120002000	Sales Tax AP			10.25-		
4	50	2120002000	Sales Tax AP			2.00-		
5	50	2120002000	Sales Tax AP			1.00-		

Document details: Doc. type: DR (Customer invoice) No. Doc. number: 18001134 Comp. Doc. date: 04/01/2003 Post. Doc. currency: USD

Environment menu options: Tax data (Shift+F6), Document changes, Check information, Payment usage, Recurring entry data..., Correspondence, Original document, Accounting documents, Balance sheet adjustment, Additional assignments.

To view accounting documents, click Environment on the Menu bar and select.



Document Edit Goto Settings Extras Environment System Help

Document Overview

Doc.type Doc. numb Doc. date Doc.curre

List of Documents in Accounting

Document category	Document n	Ar
Spec. purpose ledger	1000005604	
Cost accounting doc.	100005104	
Funds Management doc	1000002684	

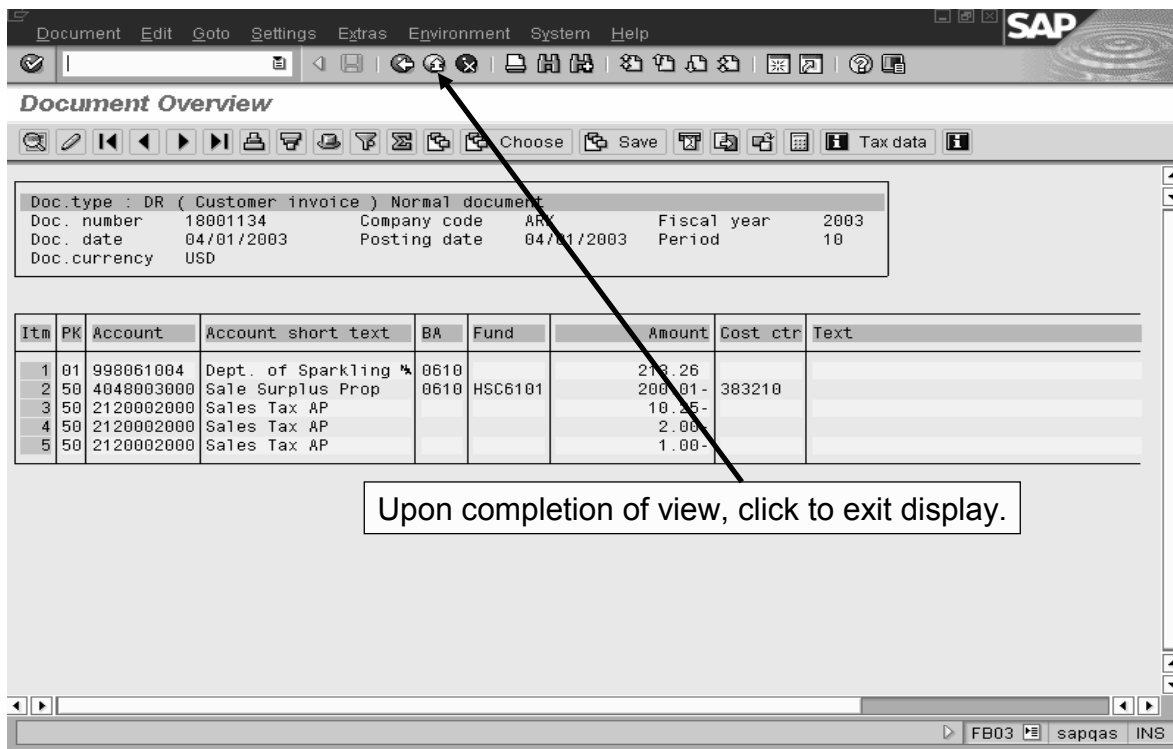
1/2003 Fiscal year 2003 Period 10

Amount	Cost ctr	Text
213.26		
200.01-	383210	
10.25-		
2.00-		
1.00-		

Select which you would like to view and click.

☒ ☐ Original document ☐ ☐

FB03 sapqas INS



Document Overview

Doc.type : DR (Customer invoice) Normal document
 Doc. number 18001134 Company code AR Fiscal year 2003
 Doc. date 04/01/2003 Posting date 04/01/2003 Period 10
 Doc.currency USD

Item	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	01	998061004	Dept. of Sparkling W	0610		219.26		
2	50	4048003000	Sale Surplus Prop	0610	HSC6101	200.01	383210	
3	50	2120002000	Sales Tax AP			10.25		
4	50	2120002000	Sales Tax AP			2.00		
5	50	2120002000	Sales Tax AP			1.00		

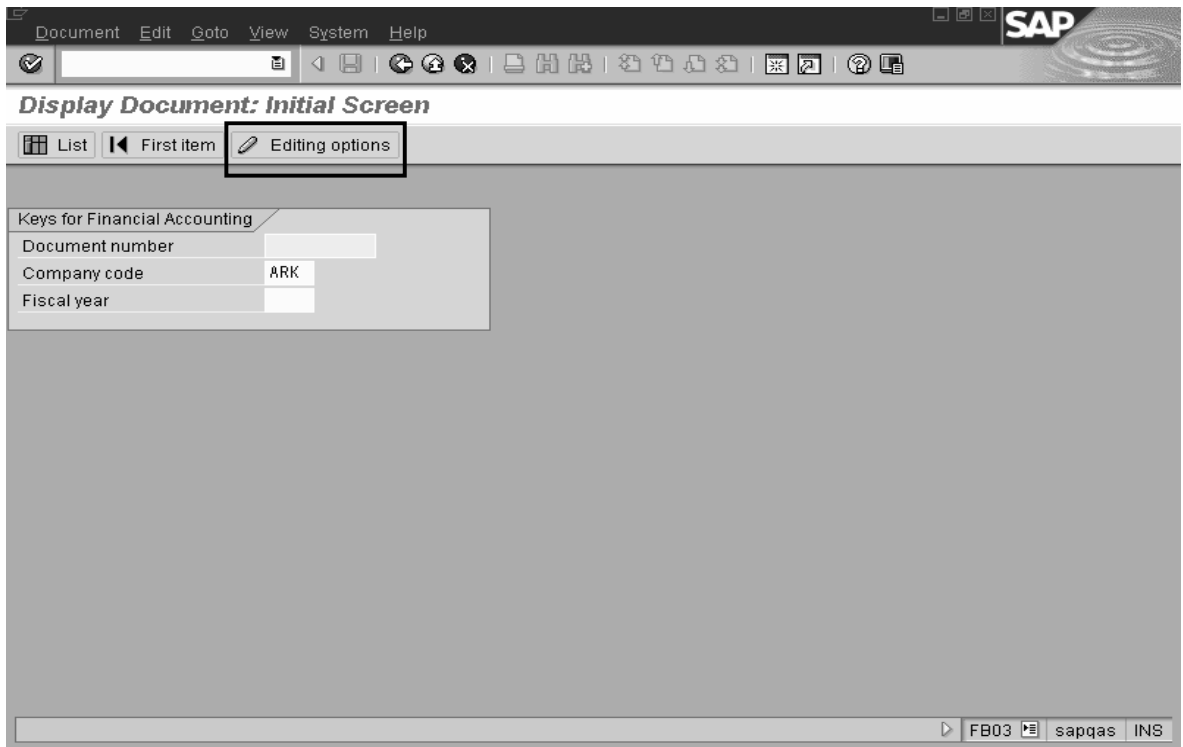
Upon completion of view, click to exit display.

FB03 sapqas INS



DISPLAY DOCUMENT – FB03

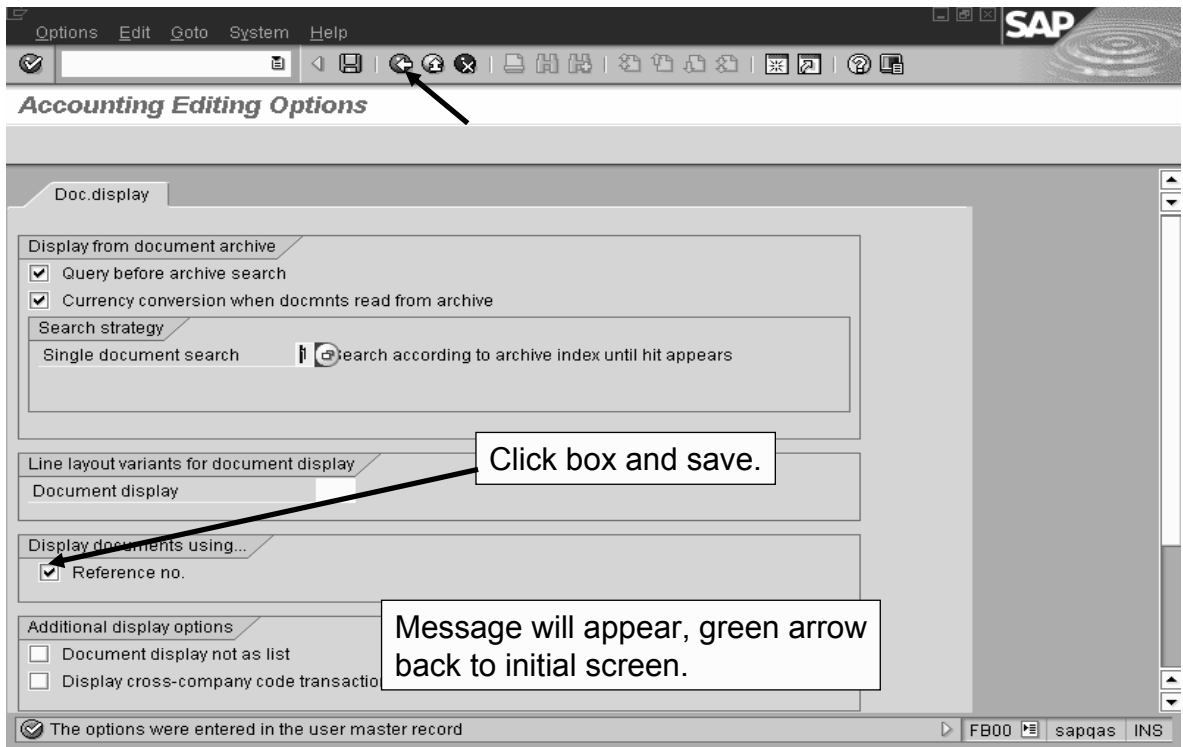
This transaction can also be used to locate checks received or other posted documents using the reference field.



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If Document display using....Reference no. is not on your screen – select the Editing options button.



Options Edit Goto System Help

Accounting Editing Options

Doc.display

Display from document archive

☒ Query before archive search

☒ Currency conversion when docmnts read from archive

Search strategy

Single document search

Line layout variants for document display

Document display

Display documents using...

☒ Reference no.

Additional display options

☐ Document display not as list

☐ Display cross-company code transaction

The options were entered in the user master record

FB00 sapqas INS

Click box and save.

Message will appear, green arrow back to initial screen.



Display Document: Initial Screen

List First item Editing options

Keys for Financial Accounting	
Document number	
Company code	ARK
Fiscal year	2002

Document display using...	
Reference no.	#12

To locate by check number, enter the check number, press enter.

FB03 sapqas INS

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If more than one document contains the same reference information you will receive a Pop-up box with the message "Several documents exist for the selection criteria". Press enter or click the green check. A list of the documents with the reference number will be displayed. Double click on the individual documents to view detail.



Document Overview

Doc.type : DZ (Customer payment) Normal document

Doc. number 14000110 Company code ARK Fiscal year 2003

Doc. date 04/24/2003 Posting date 04/24/2003 Period 10

Ref.doc. #12

Doc. currency USD

Doc. head. text CUSTOMER PAYMENT

Item	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	40	1000900002	CJ P&T 0900 # 002	0900		23.00		4048025000
2	15	998061020	Dept. of Labor Stan	0900	HGA0100	23.00-	443642	4048025000

Line items posted to the ref. doc. will be displayed.

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If a customer payment is located that has been misapplied or deposited incorrectly, contact the AASIS Support Center for assistance.



CHANGE DOCUMENT – FB02

This transaction is used to change a document. Changes may only be made to text and assignment fields.

Accounting information cannot be changed.



Document Edit Goto View System Help

SAP

Change Document: Initial Screen

List First item Editing options

Keys for Financial Accounting	
Document number	18001134
Company code	ARK
Fiscal year	2003

Click to see first line item.

Type in Document number to change.

FB02 sapqas INS



Document Edit Goto Extras Environment System Help

Change Document: Line Item 001

Customer 998061004 Dept. of Sparkling Water G/L acc 1140001000
CoCode ARK 9th Street
State of Arkansas LITTLE ROCK Doc. no. 18001134

Line Item 1 / Invoice / 01
Amount 213.26 USD
Tax code S1

Additional details
Bus. area 0610
Disc. base 213.26 Disc. amount 0.00 USD
Payt terms NT30 Days/percent 30 %
Bline date 04/01/2003 Invoice ref. / /
Prnt block
Payment ref.
Dunn. block Dunning key
Last dunned Dunning area
Assignment 18001134

Click to go to next item.

The fields available for change are in red.

FB02 sapqas INS



Document Edit Goto Extras Environment System Help

Change Document: Line Item 002

More data

G/L account 4048003000 Sale of Surplus Property
Company code ARK State of Arkansas 18001134

Line Item 2 / Credit entry / 50
Amount 200.01 USD
Tax code S1
Jurisdict. code 0411903201

Additional account assignments
Cost center 383210 Business area 0610
Fund HSC6101 Order
WBS element TP Fund
Trading part.BA
Assignment 20030401
Text

More
Long text

Make desired change.

FB02 sapqas INS



Document Edit Goto Extras Environment System Help

Change Document: Line Item 002

More data

Document Header: ARK Company Code

G/L account	4048	Document type	DR	Customer invoice	
Company code	ARK	Doc. header text			
Line Item 2 / Credit entry		Lot no.			
Amount	200	Reference		Document date	04/01/2003
Tax code	S1			Posting date	04/01/2003
Jurisdic. code	041	Currency	USD	Posting period	10 / 2003
Additional account assign		Ref. procedure	BKPF	Accounting document	
Cost center	383	Reference key	0018001134ARK 2003	Log. System	D6B510PCC
Fund	HSC	Entered by	DCB0LAN05	Transaction	FB70
WBS element		Entry date	04/01/2003	Time of entry	09:51:36
Trading part. BA		Changed on		Last update	
Assignment	200	Parked by			
Text		Card type			
		Card no.			

☒ ☐

Complete desired data, green check.

FB02 sapqas INS



Document Edit Goto Extras Environment System Help

Change Document: Line Item 002

More data

G/L account 4048003000 Sale of Surplus Property
Company code ARK State of Arkansas
Doc. no. 18001134

Line Item 2 / Credit entry / 50
Amount 200.01 USD
Tax code S1
Jurisdict. code 0411903201

Additional account assignments
Cost center 383210 Business area 0610
Fund HSC6101 Order
WBS element
Trading part.BA
Assignment 20030401
Text
More
Long text

FB02 sapqas INS

Click to save changes.



REVERSE DOCUMENT – FB08

This transaction is used to reverse a document created in error.



Document Edit Goto System Help

SAP

Reverse Document: Header Data

Display before reversal Find documents

Document no. 18001134

Company code ARK

Fiscal year 2003

Type in Document no. to reverse.

Reverse posting details

Reversal reason I

Posting date

Posting period

Type in Reversal reason or select possible entries icon for reason.

Check management specifications

Void reason code

FB08 sapqas INS



Document Edit Goto System Help

Reverse Document: Header Data

Display before reversal Find documents

Document no. 18001134
Company code ARK
Fiscal year 2003

Reverse posting details
Reversal reason ☒
Posting date
Posting period

Check management specifications
Void reason code

Reason for Reversal (1) 5 Entries found

Restrictions

Reason	Text
01	Reversal in current period
02	Reversal in closed period
03	Actual reversal in current period
04	Actual reversal in closed period
05	Accrual/deferral posting

Select 01 or 02 only.

Not currently used by AASIS.

Highlight and double click reason.

5 Entries found

FB08 sapqas INS



Document Edit Goto System Help

SAP

Reverse Document: Header Data

Display before reversal Find documents

Display document before reversal F5

Document no. 10001134

Company code ARK

Fiscal year 2003

Reverse posting details

Reversal reason 01

Posting date

Posting period

Check management specifications

Void reason code

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REVERSAL REASONS:

- 01 – Reversal in current period – DO NOT enter a posting date. The posting date of the original document will default.
- 02 – Reversal from a prior month – enter the current date as the posting date.



SAP

Document Overview

Doc.type : DR (Customer invoice) Normal document
Doc. number 18001134 Company code ARK Fiscal year 2003
Doc. date 04/01/2003 Posting date 04/01/2003 Period 10
Doc.currency USD

Item	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	01	998061004	Dept. of Sparkling W	0610		213.26		
2	50	4048003000	Sale Surplus Prop	0610	HSC6101	200.01-	383210	
3	50	2120002000	Sales Tax AP			10.25-		
4	50	2120002000	Sales Tax AP			2.00-		
5	50	2120002000	Sales Tax AP			1.00-		

Review, then click to return to previous screen to post.

FB03 sapqas INS



Document Edit Goto System Help

SAP

Reverse Document: Header Post Ctrl+S

Display before reversal Find documents

Document no. 18001134
Company code ARK
Fiscal year 2003

Reverse posting details

Reversal reason 01
Posting date
Posting period

Check management specifications

Void reason code

FB08 sapqas INS

Click to post.



SAP

Document Edit Goto System Help

Reverse Document: Header Data

Display before reversal Find documents

Document no. |
Company code ARK
Fiscal year 2003

Reverse posting details

Reversal reason 01
Posting date
Posting period

Check management specifications

Void reason code

Document posted. Now do transaction FB03 to display posting.

Document 18001137 was posted in company code ARK

FB08 sapqas OVR



Document Overview

Doc.type : DR (Customer invoice) Normal document
Doc. number 18001137 Company code ARK Fiscal year 2003
Doc. date 04/01/2003 Posting date 04/01/2003 Period 10
Doc.currency USD Rev.doc. For 18001134 / 2003

Item	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	12	998061004	Dept. of Sparkling	0610		213.26		
2	40	4048003000	Sale Surplus Prop	0610	HSC6101	200.01	383210	
3	40	2120002000	Sales Tax AP			10.25		
4	40	2120002000	Sales Tax AP			2.00		
5	40	2120002000	Sales Tax AP			1.00		

Posting has been reversed.

FB03 sapqas OVR

You may toggle between the original document and the reversal document by clicking on Rev. doc. For or Rev. doc. by.



RESET CLEARED ITEMS - FBRA

Transaction FBRA is used if a customer document that has already been cleared needs to be reversed. The cleared item must first be reset by completing this transaction before the reversal (transaction FB08) of the original document can be completed.



Clearing Edit Goto System Help

Reset Cleared Items

Accounts Items Accompanying corrisp.

Clearing document

Company code

Fiscal year

Enter Clearing document number and Fiscal year.

FBRA sapqas OVR

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transaction FBL5N – Customer Line Item Display can be used to locate the clearing document number.



Customer Line Item Display

Customer: 600000001
Company code: ARK
Name: Larry Leisurely
City: EUREKA SPRINGS

Locate the Clrng. doc. number.

St	Assignment	Doc.no.	Ty	Doc. date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
	18000018	18000018	DR	05/05/2002			29.00	USD		
	18000019	18000019	DR	05/05/2002			29.00	USD		
	1800002	14000107	DZ	03/31/2002			29.00-	USD		4031090000
	18000371	18000373	DR	06/01/2002			89.50	USD		Agency Accounts Re
	18000744	18000744	DR	07/03/2002			8.73	USD		
*							185.23	USD		
	01000293	1000293	AB	04/23/2003			29.00	USD	1000294	
	01000293	1000293	AB	04/23/2003			29.00-	USD	1000294	
	01000293	1000294	AB	04/23/2003			29.00	USD	1000294	
	01000293	1000294	AB	04/23/2003			29.00-	USD	1000294	
	14000013	14000013	DZ	06/30/2002			5,000.00-	USD	14000013	
	18000339	18000339	DR	04/29/2002			5,000.00	USD	14000013	Testing data

FBL5N sapqas INS



Clearing Edit Goto System Help

Reset Cleared Items

Accounts Items Accompanying corrsp.

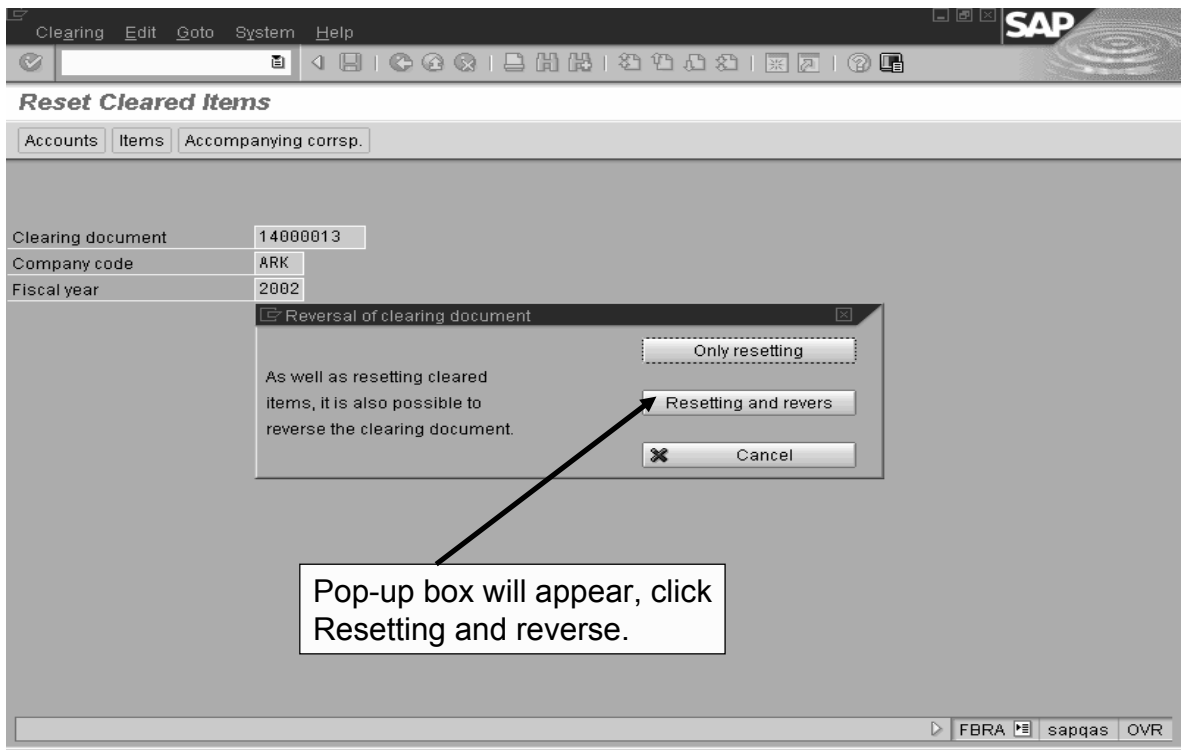
Clearing document 4000013

Company code ARK

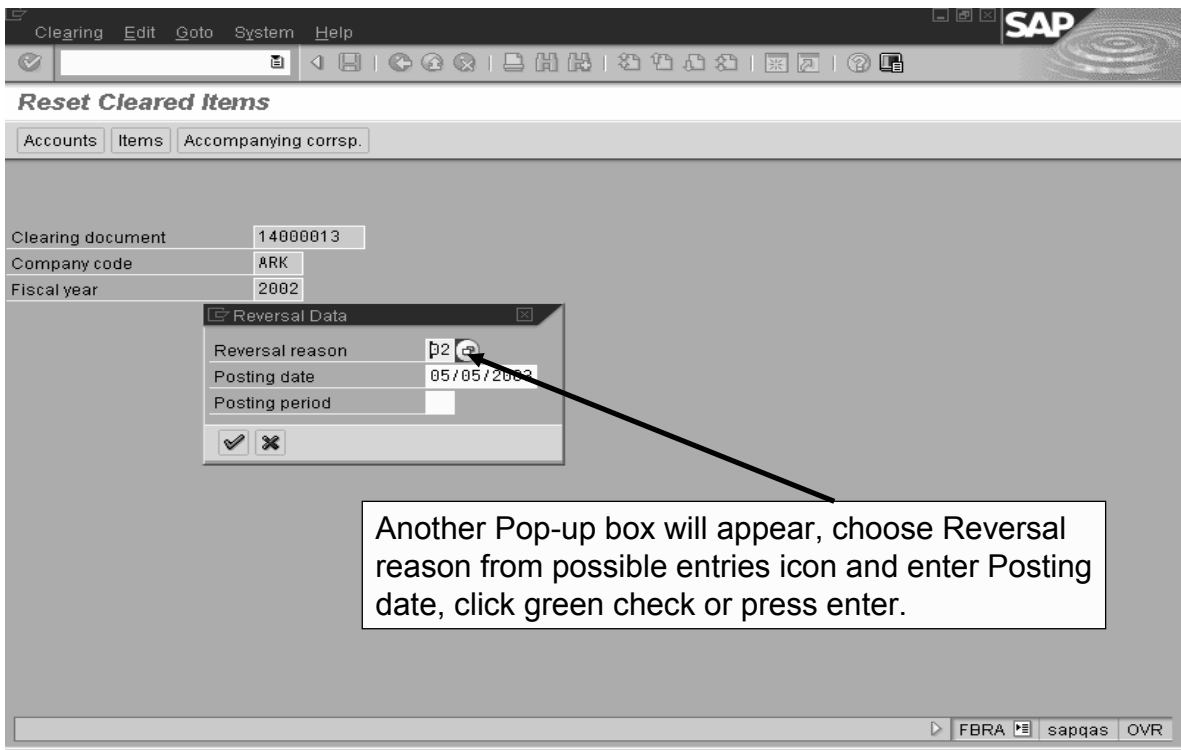
Fiscal year 2002

Enter and save.

FBRA sapqas OVR



Pop-up box will appear, click Resetting and reverse.



Reset Cleared Items

Accounts | Items | Accompanying corresp.

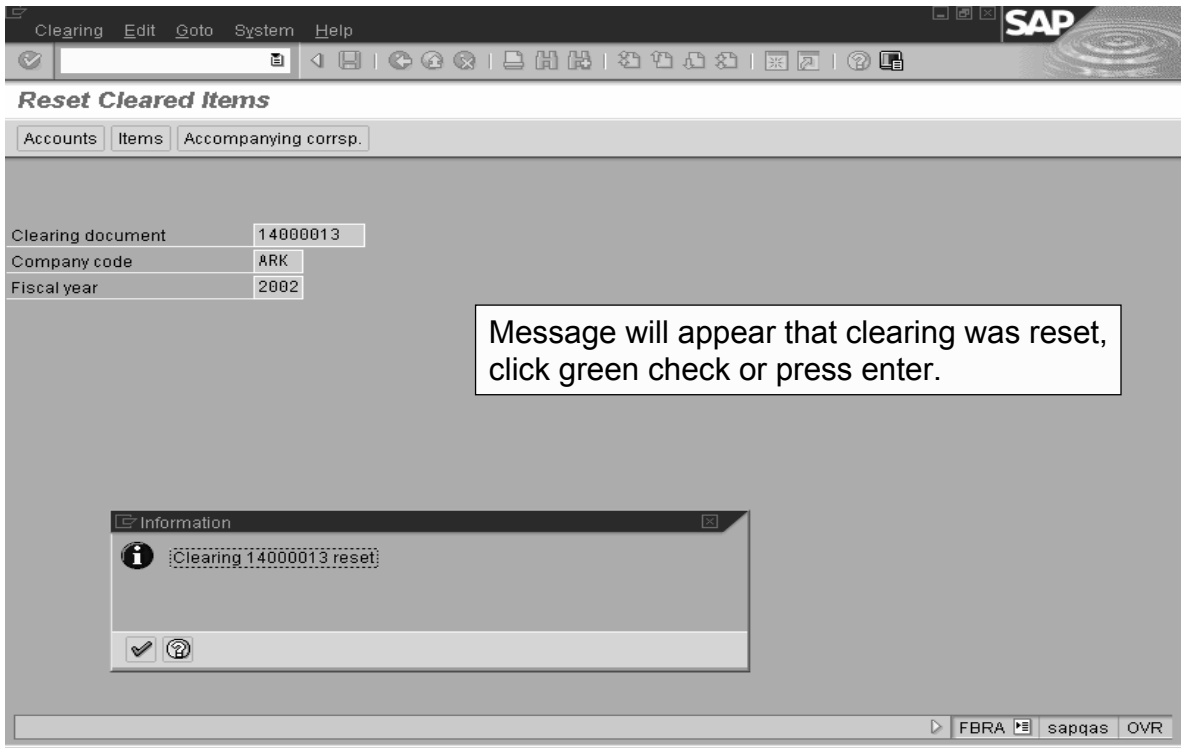
Clearing document: 14000013
 Company code: ARK
 Fiscal year: 2002

Reversal Data

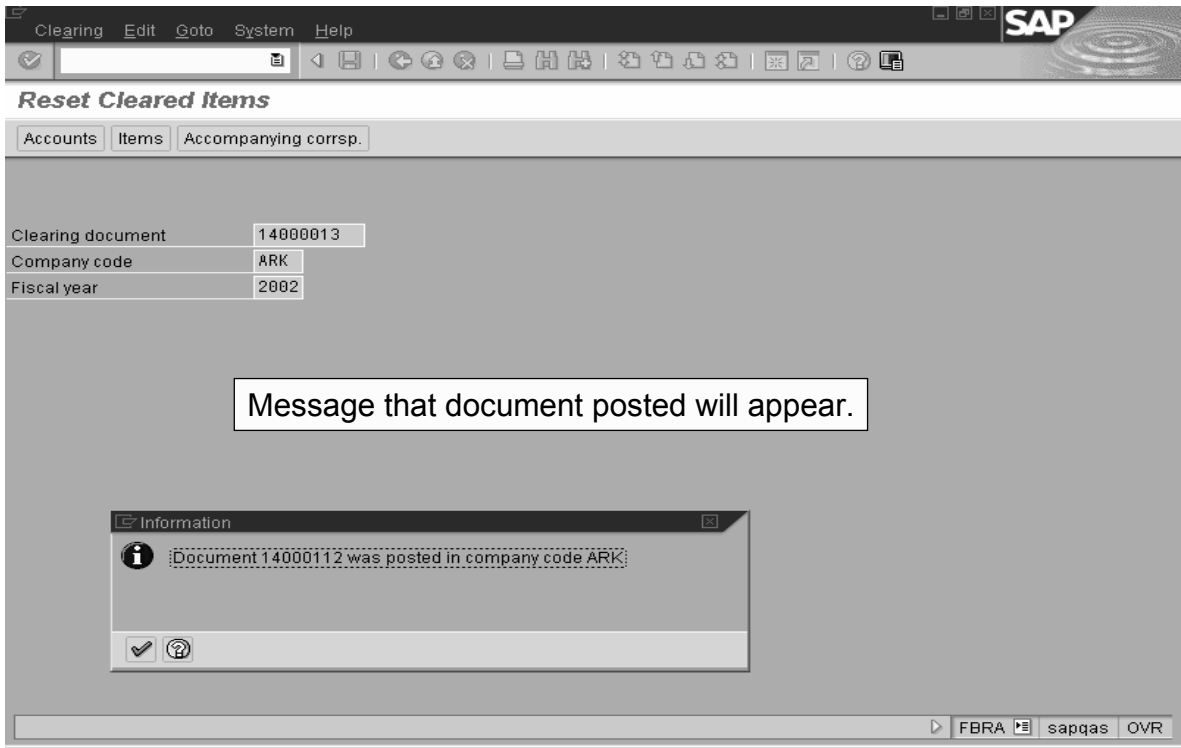
Reversal reason: 02
 Posting date: 05/05/2002
 Posting period:

Another Pop-up box will appear, choose Reversal reason from possible entries icon and enter Posting date, click green check or press enter.

FBRA | sapqas | OVR



The screenshot shows the SAP 'Reset Cleared Items' dialog box. The title bar includes 'Clearing', 'Edit', 'Goto', 'System', and 'Help'. The main area has three tabs: 'Accounts', 'Items', and 'Accompanying corresp.'. Below the tabs, there are input fields for 'Clearing document' (14000013), 'Company code' (ARK), and 'Fiscal year' (2002). A message box in the center states: 'Message will appear that clearing was reset, click green check or press enter.' At the bottom left, there is an 'Information' window showing a message icon and the text 'Clearing 14000013 reset'. At the bottom right, there are buttons for 'FBRA', 'sapqas', and 'OVR'.



The screenshot shows the SAP 'Reset Cleared Items' dialog box. The title bar includes 'Clearing', 'Edit', 'Goto', 'System', and 'Help'. The main area has three tabs: 'Accounts', 'Items', and 'Accompanying corresp.'. Below the tabs, there are input fields for 'Clearing document' (14000013), 'Company code' (ARK), and 'Fiscal year' (2002). A large text box in the center contains the message: 'Message that document posted will appear.' At the bottom, there is an 'Information' pop-up window with a message icon and the text: 'Document 14000112 was posted in company code ARK.' The bottom status bar shows 'FBRA', 'sapqas', and 'OVR'.



SAP

List Edit Goto Environment Settings System Help

Customer Line Item Display

Customer: 600000001
Company code: ARK

Name: Larry Leisurely
City: EUREKA SPRINGS

Return to FBL5N to review posting.

St	Assignment	Doc.no.	Ty	Doc. date	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000019	18000019	DR	05/05/2002			29.00	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 1800002	14000107	DZ	03/31/2002			29.00-	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000339	18000339	DR	04/29/2002			5,000.00	USD		4031090000
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000371	18000373	DR	06/01/2002			89.50	USD		Testing data
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18000744	18000744	DR	07/03/2002			8.73	USD		Agency Accounts Re
	*						5,185.23	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 01000293	1000293	AB	04/23/2003			29.00	USD	1000294	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 01000293	1000293	AB	04/23/2003			29.00-	USD	1000294	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 01000293	1000294	AB	04/23/2003			29.00-	USD	1000294	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 01000293	1000294	AB	04/23/2003			29.00	USD	1000294	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 14000013	14000013	DZ	06/30/2002			5,000.00-	USD	14000112	
<input type="checkbox"/>	<input checked="" type="checkbox"/> 14000013	14000112	DZ	06/30/2002			5,000.00	USD	14000112	

FBL5N sapqas INS



PROCESSES FOR REDUCING DATA ENTRY

There are functions within Accounts Receivable that can reduce data entry:

- Entering a customer invoice with a reference
- Creating an account assignment template



CUSTOMER INVOICE WITH REVERENCE Transaction FB70

Transaction FB70 is used to post a customer invoice with reference. The following example is entering a customer invoice with a reference.

Data entry can be reduced by using a reference invoice when multiple customers will be billed using the same GL (Revenue) line(s).



The screenshot shows the SAP Customer Invoice Entry interface. The menu bar at the top includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The 'Goto' menu is open, showing 'Post with reference' (Shift+F9) and 'Back' (F3). A callout box with an arrow pointing to the 'Goto' menu contains the text: 'From the Menu bar, click Goto and select Post with reference.'

Customer invoice entry

Transactn Invoice

Basic data Payment Details Tax Notes

Customer [] Sp.G/L []

Invoice date []

Posting date 03/17/2003

Reference []

Cross-CC no. []

Amount [] USD ☐ Calculate tax

Tax amount []

Text []

Company code ARK State of Arkansas Little Rock

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
			Cred...					
			Cred...					
			Cred...					

FB70 sapqas OVR

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In transaction FB70 go to the Menu Bar, click Goto and select Post with reference.



Document Edit Goto Extras Settings Environment System Help

SAP

Post Document: Header Data

Reference

Document number	18001131
Company code	ARK
Fiscal year	2003

Flow control

- ☐ Generate reverse posting
- ☐ Enter G/L account items
- ☐ Do not propose amounts
- ☐ Recalculate days and percentages
- ☐ Display line items
- ☐ Copy texts
- ☐ Transfer functional area

FBR2 sapqas OVR

Type in the referenced document number, press enter.

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Type the referenced document number and press Enter.



Post Document: Header Data

Document date	03/06/2003	Type	DR	Company code	ARK
Posting date	03/06/2003	Period	9	Currency/rate	USD
Document number				Translation dte	
Reference				Cross-CC no.	
Doc. header text					
Trading part.BA					

At this point you can make any necessary changes to the referenced document. We are going to change the customer number and amount in this document.

First line item	
PstKey	01
Account	998061005
Sp.G/L	
Trans.type	

FBR2 sapqas OVR

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Changes must be made to the Document date, Posting date and Period if the reference document is from a prior fiscal period.

Data for the customer line is displayed at the bottom of the screen. Posting key 01 will be the debit to the customer account.



Document Edit Goto Extras Settings Environment System Help

Post Document: Header Data

Posting date	03/06/2003	Period	9	Currency/rate	USD
Document number				Translation dte	
Reference				Cross-CC no.	
Doc.header text					
Trading part.BA					

Enter new customer number in the Account field or select from possible entries icon to select. Press enter or click the green check.

First line item

PstKy	01	Account	6000000008	G/L	Trans.type
-------	----	---------	------------	-----	------------

FBR2 sapqas OVR

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Change Customer Number in the Account field and press Enter.



Document Edit Goto Extras Settings Environment System Help

Post Document: Display Overview

Display currency Park document Act assignmt model... G/L item fast entry Taxes

Document date	03/06/2003	Type	DR	Company code	ARK
Posting date	03/06/2003	Period	9	Currency	USD
Document number	INTERNAL	Fiscal year	2003	Translation dte	03/06/2003
Reference				Cross-CC no.	
Doc.header text				Trading part.BA	

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	01	0610 0600000008 Serendipity Amuseme		150.00	
002	50	0610 4047099000 Misc Revenue		150.00-	

D 150.00 C 150.00 0.00 * 2 Line items

Other line item

PstKey | count Sp.G/L Trans.type New co.code

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To make changes as needed to the Customer line item information, double click on the first line item.



Document Edit Goto Extras Settings Environment System Help

Post Document: Correct Customer item

More data Act assignmt model... G/L item fast entry Tax amounts

Customer 6000000008 Serendipity Amusement Park G/L acc 1130001000
Company code ARK 8866 Elation Avenue
State of Arkansas LITTLE ROCK

Item 1 / Invoice / 01

Amount	100.00	USD	Tax code	
Bus. area	0610	Dunning area		
Payt terms	NT30	Days/percent	30 /	
Bline date	03/06/2003	Disc. amount		
Disc. base	100.00	Invoice ref.	/	
Pmnt block		Pmnt method		Pmnt meth.supl.
Payment ref.				
Assignment	18001131			
Text	Rent			

Long text

Next line item

PstKy	Account	Sp.OVL	New Co.Code
-------	---------	--------	-------------

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Update the line item information, e.g., change amount and Discount Base.

ALWAYS remove previous Assignment number.

Update or change the line item information. In this example, change the Amount and the Discount Base Amount.

Note:

ALWAYS remove the previous Assignment Number.



Document Edit Goto Extras Settings Environment System Help

Post Document: Correct Customer item

More data Act assignmnt model... G/L item fast entry Tax amounts

Customer 600000008 Serendipity Amusement Park G/L acc 1130001000
Company code ARK 8866 Elation Avenue
State of Arkansas LITTLE ROCK

Item 1 / Invoice / 01

Amount	100.00	USD
Bus. area	0610	
Payt terms	NT30	
Bline date	03/06/2003	
Disc. base	100.00	
Pmnt block		
Payment ref.		
Assignment		
Text	Rent	Long text

Disc. amount Invoice ref. Pmnt method Pmnt meth.sopl.

Next line item

PstKty	Account	Sp.G/L	New co.code
--------	---------	--------	-------------

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After change is made, click document overview.

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After changes have been made, and the Previous Assignment Number has been removed, click the Document Overview Icon.



Document Edit Goto Extras Settings Environment System Help

Post Document: Display Overview

Display currency Park document Act assignmt model... G/L item fast entry Taxes

Document date	03/06/2003	Type	DR	Company code	ARK
Posting date	03/06/2003	Period	9	Currency	USD
Document number	INTERNAL	Fiscal year	2003	Translation dte	03/06/2003
Reference				Cross-CC no.	
Doc.header text				Trading part.BA	

Items in document currency

PK	BusA	Acct		USD	Amount	Tax amnt
001	01	0610 06000000008	Serendipity Amuseme		100.00	
002	50	0610 40470990000	Misc Revenue		150.00-	

D 100.00 C 150.00 50.00- * 2 Line items

Other line item

PstKty	Account	Sp.G/L	Trans.type	New co.code

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Double click second line item.

Double click the second line item to make any needed changes to the Revenue line item information.



Document Edit Goto Extras Settings Environment System Help

Post Document: Correct G/L account item

More data Act assignmnt model... G/L item fast entry Tax amounts

G/L account 4047099000 Miscellaneous Revenue
Company code ARK State of Arkansas

Item 2 / Credit entry / 50

Amount 150.00 USD

☐ Calculate tax
☐ W/o cash disc.

Cost center 383211 Business area 0610
Fund HSC6101 Order
WBS element TP Fund

Trading part.BA
Assignment 20030306
Text

More
Long text

Next line item

PstKey Account Sp.G/L New co.code

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Change amount.

Change the amount.



Document Edit Goto Extras Settings Environment System Help

Post Document: Correct G/L account item

More data Act assignmnt model... G/L item fast entry Tax amounts

G/L account 4047099000 Miscellaneous Revenue
Company code ARK State of Arkansas

Item 2 / Credit entry / 50
Amount 100.00 USD

☐ Calculate tax
☐ W/o cash disc.

Cost center 383211 Business area 0610
Fund HSC6101 Order
WBS element TP Fund

Trading part.BA
Assignment 20030306
Text

More
Long text

Next line item
PstKey Account Sp.G/L New co.code

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After change is made, click document overview.

After all changes are made, click the overview icon.



Document Edit Goto Extras Settings Environment System Help

Post Document: Display Overview

Display currency Park document Act assignmt model... G/L item fast entry Taxes

Document date	03/06/2003	Type	DR	Company code	ARK
Posting date	03/06/2003	Period	9	Currency	USD
Document number	INTERNAL	Fiscal year	2003	Translation dte	03/06/2003
Reference		Cross-CC no.			
Doc.header text		Trading part.BA			

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amt.
001	01	0610 06000000008 Serendipity Amuseme		100.00	
002	50	0610 40470990000 Misc Revenue		100.00-	

D 100.00 C 100.00 0.00 * 2 Line items

Other line item

PstKey Sp.G/L New co.code

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When document is in balance,
click to post.

When changes have been made and the document is in balance,
click the Post Icon.



Document Edit Goto Extras Settings Environment System Help

Post Document: Display Overview

Display currency Park document Act assignmt model... G/L item fast entry Taxes

Document date	03/06/2003	Type	DR	Company code	ARK
Posting date	03/06/2003	Period	9	Currency	USD
Document number	INTERNAL	Fiscal year	2003	Translation dte	03/06/2003
Reference				Cross-CC no.	
Doc.header text				Trading part.BA	

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001 01	0610	06000000008 Serendipity Amuseme		100.00	
002 50	0610	4047099000 Misc Revenue		100.00-	

D 100.00

Other line item

PstKy ☐ ☐

Information

Document 18001133 was posted in company code ARK

Message will appear with document number indicating document posted. Press enter or click the green check.

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A message will appear with new document number indicating that the document posted.



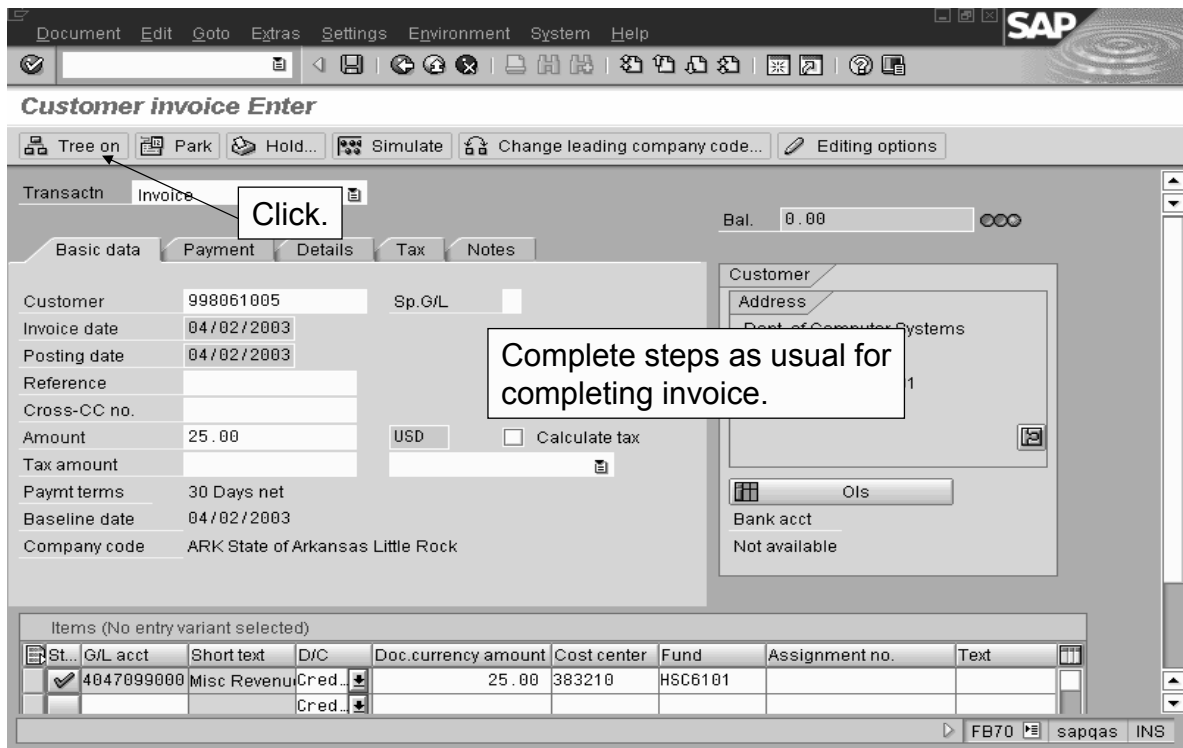
CUSTOMER INVOICE Account Assignment Model

Transaction FB70 is used to create an Account Assignment Model. Account Assignment Models will hold the GL line posting data to be used for multiple customer billings. The customer information must be entered each time an assignment model is used.

You can save account assignment details entered in the data entry area as a personal template.

Each time you choose the template, the same document details are displayed.

You can change, add to, or delete the proposed data to meet your requirements.



The screenshot shows the SAP 'Customer invoice Enter' screen. A callout box labeled 'Click.' points to the 'Tree on' icon in the top toolbar. Another callout box labeled 'Complete steps as usual for completing invoice.' points to the main data entry area. The screen displays various fields for customer information, invoice details, and a table of items.

Customer Invoice Enter

Tree on | Park | Hold... | Simulate | Change leading company code... | Editing options

Transactn: Invoice

Basic data | Payment | Details | Tax | Notes

Customer: 998061005 Sp.G/L:
Invoice date: 04/02/2003
Posting date: 04/02/2003
Reference:
Cross-CC no.:
Amount: 25.00 USD
Tax amount:
Paymt terms: 30 Days net
Baseline date: 04/02/2003
Company code: ARK State of Arkansas Little Rock

Customer:
Address:
Part of Computer Systems: 1

Calculate tax
OIs
Bank acct
Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignment no.	Text
✓	4047099000	Misc Revenue	Cred...	25.00	383210	HSC6101		
			Cred...					

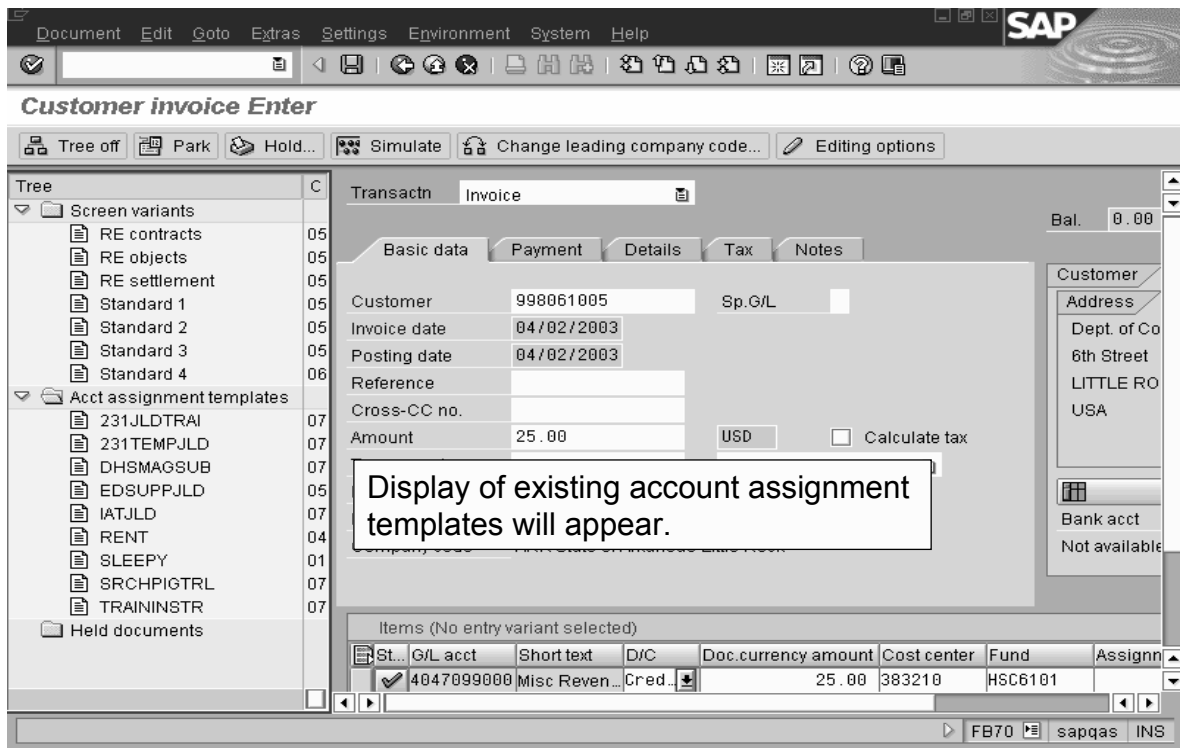
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To create an account assignment template, create a Customer Invoice.

Click the Tree On Icon.



The screenshot shows the SAP 'Customer invoice Enter' screen. The left pane displays a 'Tree' view with 'Screen variants' and 'Acct assignment templates'. The 'Acct assignment templates' list includes: 231JLDTRAI, 231TEMPJLD, DHSMAGSUB, EDSUPPJLD, IATJLD, RENT, SLEEPY, SRCHPIGTRL, and TRAININSTR. The main area shows the 'Basic data' tab for an 'Invoice'. Fields include: Customer (998061005), Invoice date (04/02/2003), Posting date (04/02/2003), Reference, Cross-CC no., Amount (25.00), and Currency (USD). A text box overlay reads: 'Display of existing account assignment templates will appear.' The bottom pane shows a table of items with columns: St..., G/L acct, Short text, D/C, Doc.currency amount, Cost center, Fund, and Assignn. The table contains one row: 4047099000, Misc Reven..., Cred., 25.00, 383210, HSC6101.

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Display of existing account assignment templates will appear.

Once your template is created, it will appear here.

Double click on your template and the previous document line items will populate the data fields.

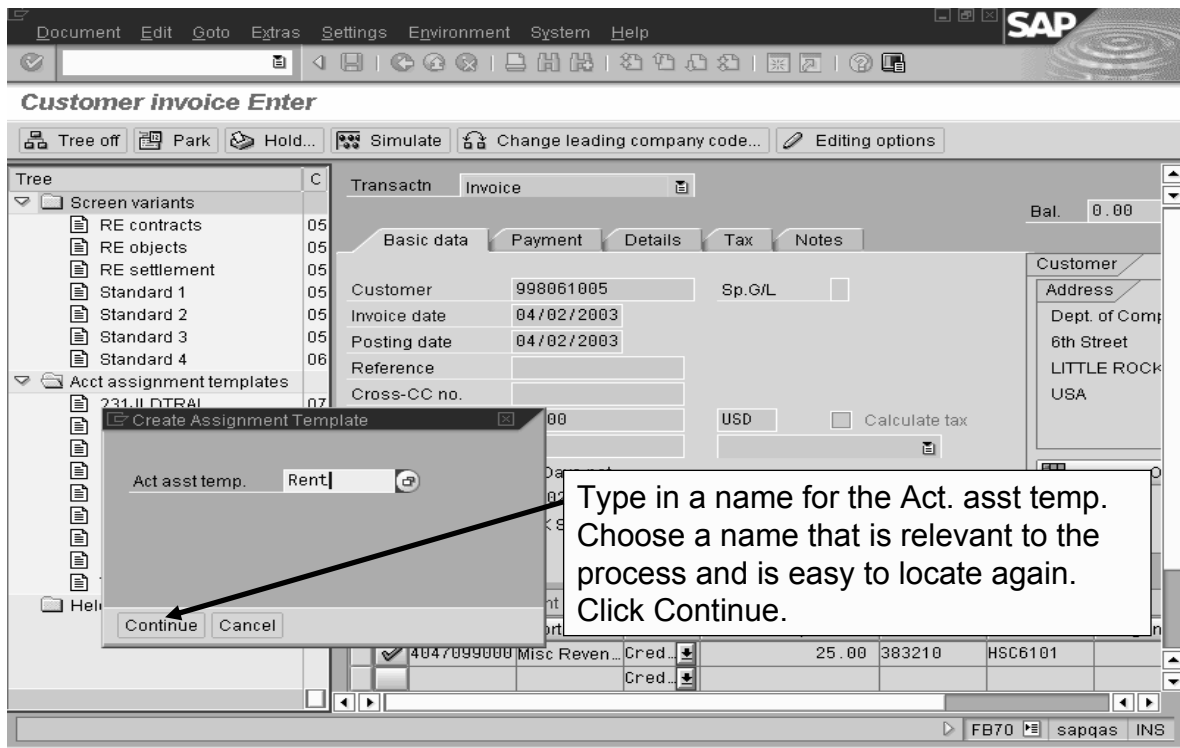
The screenshot shows the SAP ARK (Accounting Rate Key) interface. The 'Edit' menu is open, and the path 'Edit > Account Assignment Templates > Save Account Assignment Template' is highlighted. A black arrow points from the text box to the 'Details' button in the 'Payment' tab. The main window displays a customer invoice for 'Customer 998061005' dated '09/29/2004'. The 'Details' button is located in the 'Payment' tab, which is currently selected. The 'Details' button is highlighted with a black arrow pointing to it from the text box below.

On the Menu bar, click Edit and select Account Assignment Templates, Save Account Assignment Template.

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On the Menu bar, click Edit and select Account Assignment Templates and then click Save Account Assignment Template.



Customer invoice Enter

Tree off Park Hold... Simulate Change leading company code... Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Customer 998061005 Sp.G/L

Invoice date 04/02/2003

Posting date 04/02/2003

Reference

Cross-CC no.

USD Calculate tax

Customer Address

Dept. of Comp

6th Street

LITTLE ROCK

USA

Act asst temp. Rent

Continue Cancel

Type in a name for the Act. asst temp. Choose a name that is relevant to the process and is easy to locate again. Click Continue.

4047099000 Misc Reven... Cred... 25.00 383210 HSC6101

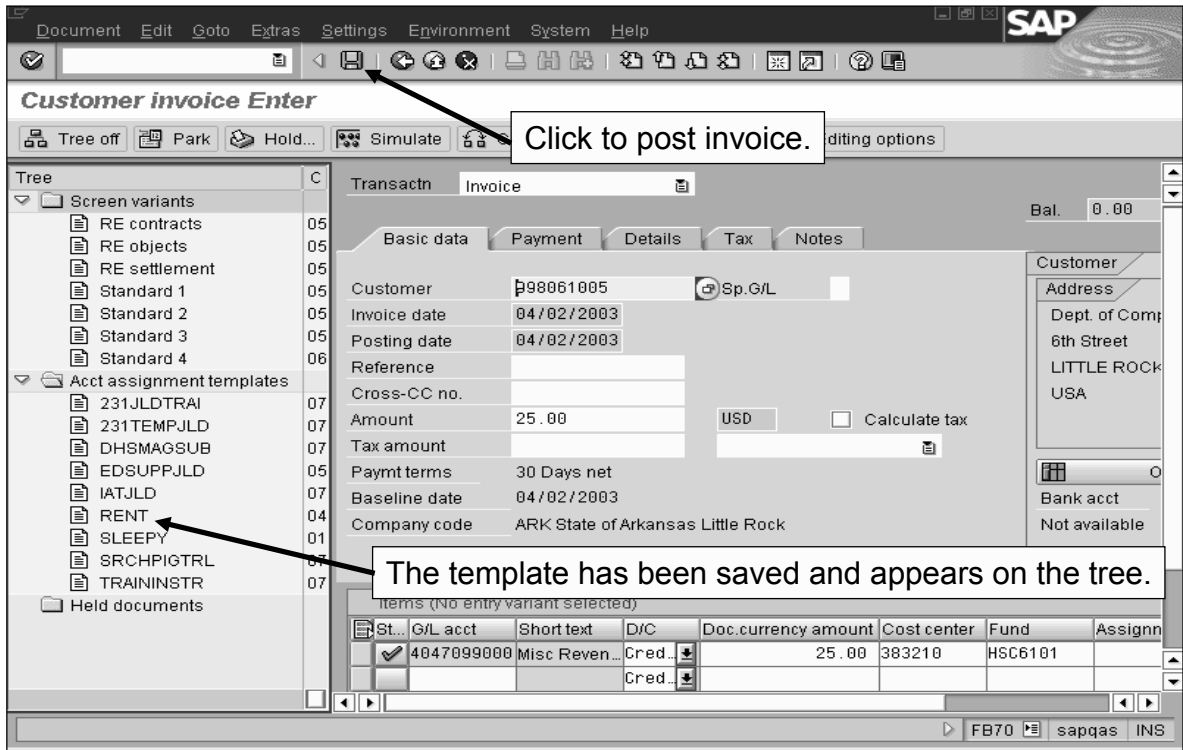
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Type in a name for your Account Assignment Template that is relevant to the process and will be easy to locate.

Click Continue



The screenshot shows the SAP 'Customer invoice Enter' screen. The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar contains icons for Tree off, Park, Hold..., Simulate, and a button labeled 'Click to post invoice.' with an arrow pointing to it. The left pane shows a 'Tree' with 'Screen variants' and 'Acct assignment templates'. The 'Acct assignment templates' list includes 231JLDTRAI, 231TEMPJLD, DHSMAGSUB, EDSUPPJLD, IATJLD, RENT, SLEEPY, SRCHPIGTRL, and TRAININSTR. The main area is titled 'Transactn Invoice' and contains tabs for Basic data, Payment, Details, Tax, and Notes. The 'Basic data' tab is active, showing fields for Customer (998061005), Invoice date (04/02/2003), Posting date (04/02/2003), Reference, Cross-CC no., Amount (25.00), Tax amount, Paymt terms (30 Days net), Baseline date (04/02/2003), and Company code (ARK State of Arkansas Little Rock). The right pane shows 'Customer' information, including Address (Dept. of Comp, 6th Street, LITTLE ROCK, USA) and Bank acct (Not available). A table at the bottom shows 'Items (No entry variant selected)' with columns for St..., G/L acct, Short text, D/C, Doc.currency amount, Cost center, Fund, and Assignn. The table contains one row with a checkmark in the first column, '4047099000', 'Misc Reven...', 'Cred...', '25.00', '383210', 'HSC6101', and an empty 'Assignn' column.

Click to post invoice.

The template has been saved and appears on the tree.

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignn
✓	4047099000	Misc Reven...	Cred...	25.00	383210	HSC6101	
			Cred...				

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The Template has been saved and appears on the Tree.
Click to post the invoice.



CUSTOMER INVOICE – USING AN ACCOUNT ASSIGNMENT MODEL

The following example is **using** the account assignment template.

An account assignment model will retain the G/L line information. The customer header data will have to be entered each time.



Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree off Park Hold... Simulate Change leading company code... Editing options

Tree

- Screen variants
 - RE contracts 05/
 - RE objects 05/
 - RE settlement 05/
 - Standard 1 05/
 - Standard 2 05/
 - Standard 3 05/
 - Standard 4 06/
- Acct assignment templates
 - 231JLDTRAI 07/
 - 231TEMPJLD 07/
 - DHSMAGSUB 07/
 - EDSUPPJLD 05/
 - IATJLD 07/
 - RENT 04/
 - SLEEPY 01/
 - SRCHPIGTRL 07/
 - TRAININSTR 07/
- Held documents

Transactn Invoice

Basic data Payment Details Tax Notes

Customer 998061019 Sp.G/L

Invoice date 04/02/2003

Posting date 04/02/2003

Reference

Cross-CC no.

Amount USD

Tax amount

Text

Company code ARK State of Arkansas Little Rock

Enter in Customer and Invoice date. Press Enter or click Details tab.

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assign
			Cred...				
			Cred...				

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When you return to transaction FB70 the Tree will appear on the left of the screen if you did not turn it off. To not have the tree appear, click Tree off.



Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree off Park Hold... Simulate Change leading company code... Editing options

Tree

- Screen variants
 - RE contracts
 - RE objects
 - RE settlement
 - Standard 1
 - Standard 2
 - Standard 3
 - Standard 4
- Acct assignment templates
 - 231JLDTRAI
 - 231TEMPJLD
 - DHSMAGSUB
 - EDSUPPJLD
 - IATJLD
 - RENT
 - SLEEPY
 - SRCHPIGTRL
 - TRAININSTR
- Held documents

Transactn Invoice

Basic data Payment Details

Assign. HeadText

Bus. area 0610 Tr.part.BA

Ref.key 1 CreditArea

RefKey 2

RefKey 3

Plg level Plan. day

Dunn.area Default dunnin Dunn.key Dunn.block

Dept. of Law E
791 Unmarke
LITTLE ROCK
USA

Bank acct
Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc.currency amount	Cost center	Fund	Assignn
			Cred..				
			Cred..				

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Enter Business area. Select Payment tab.



Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree off Park Hold... Simulate Change leading company code... Editing options

Tree

- Screen variants
 - RE contracts 05
 - RE objects 05
 - RE settlement 05
 - Standard 1 05
 - Standard 2 05
 - Standard 3 05
 - Standard 4 06
- Acct assignment templates
 - 231JLDTRAI 07
 - 231TEMPJLD 07
 - DHSMAGSUB 07
 - EDSUPPJLD 05
 - IATJLD 07
 - RENT 04
 - SLEEPY 01
 - SRCHPIGTRL 07
 - TRAININSTR 07
- Held documents

Transactn Invoice

Basic data Payment Details Tax Notes

Blinc date 04/02/2003 Pmnt terms NT30 30 Days

Discount Days

Disc.base Days net

Amt to be calculated

Pmnt meth. Pmnt meth.sup. Pmnt block Free for payment

Inv.ref.

Part. bank House bank

Reason cde 005

Customer

Address

Dept. of Law E

791 Unmarke

LITTLE ROCK

USA

Bank acct

Not available

Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc. currency amount	Cost center	Fund	Assignn
			Cred...				
			Cred...				

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Document Edit Goto Extras Settings Environment System Help

Customer invoice Enter

Tree off Park Hold... Simulate Change leading company code... Editing options

Tree

- Screen variants
 - RE contracts 05/
 - RE objects 05/
 - RE settlement 05/
 - Standard 1 05/
 - Standard 2 05/
 - Standard 3 05/
 - Standard 4 06/
- Acct assignment templates
 - 231JLDTRAI 07/
 - 231TEMPJLD 07/
 - DHSMAGSUB 07/
 - EDSUPPJLD 05/
 - IATJLD 07/
 - RENT 04/
 - SLEEPY 01/
 - SRCHPIGTRL 07/
 - TRAININSTR 07/
- Held documents

Transactn Invoice

Basic data Payment Details Tax Notes

Customer 998061019 Sp.G/L

Invoice date 04/02/2003

Posting date 04/02/2003

Reference

Cross-CC no.

Amount USD ☐ Calculate tax

Tax amount

Paymt terms 30 Days net

Baseline date 04/02/2003

Company code ARK State of Arkansas Little Rock

Bal. 0.00

Customer

Address

Dept. of Law

791 Unmark

LITTLE ROC

USA

Bank acct

Not available

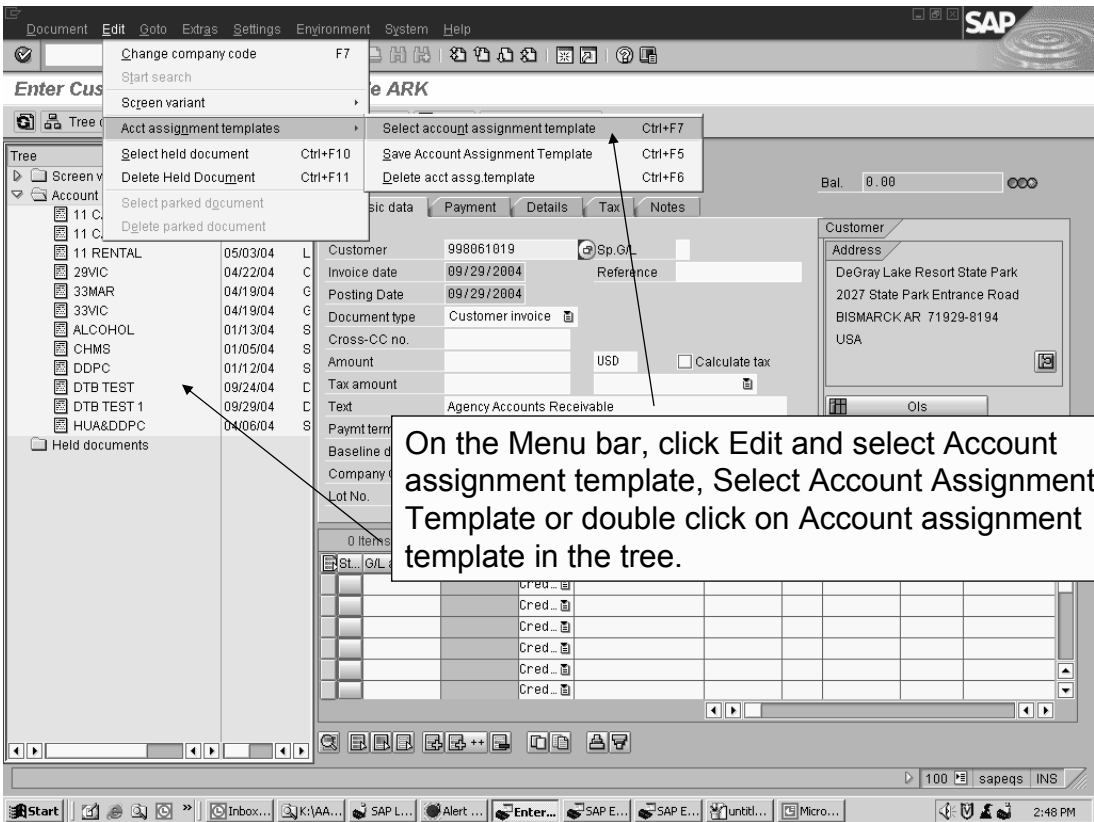
Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Doc. currency amount	Cost center	Fund	Assign
			Cred...				
			Cred...				

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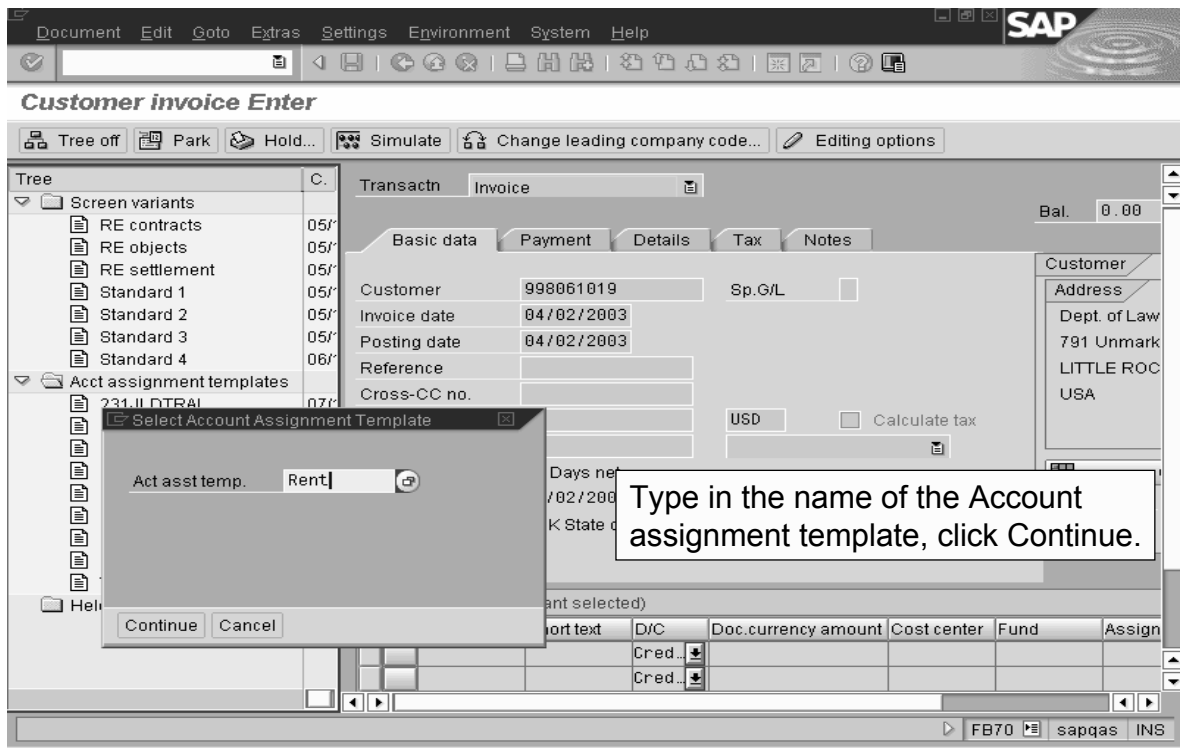
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There are two ways to access your template.

The quickest and easiest is to double click on the name of your Account Assignment Template.

Or go to the Menu bar and click Edit > Account Assignment Template.



The screenshot shows the SAP 'Customer invoice Enter' screen. The 'Tree' pane on the left lists various templates under 'Acct assignment templates'. A dialog box titled 'Select Account Assignment Template' is open, showing a search field with 'Rent' entered. A text box overlay on the dialog says: 'Type in the name of the Account assignment template, click Continue.'

Customer invoice Enter

Transactn: Invoice

Basic data | Payment | Details | Tax | Notes

Customer: 998061019 Sp.G/L: ☐

Invoice date: 04/02/2003

Posting date: 04/02/2003

Reference:

Cross-CC no.:

USD ☐ Calculate tax ☐

Customer: 998061019

Address: Dept. of Law, 791 Unmark, LITTLE ROCK, USA

Act asst temp.: Rent

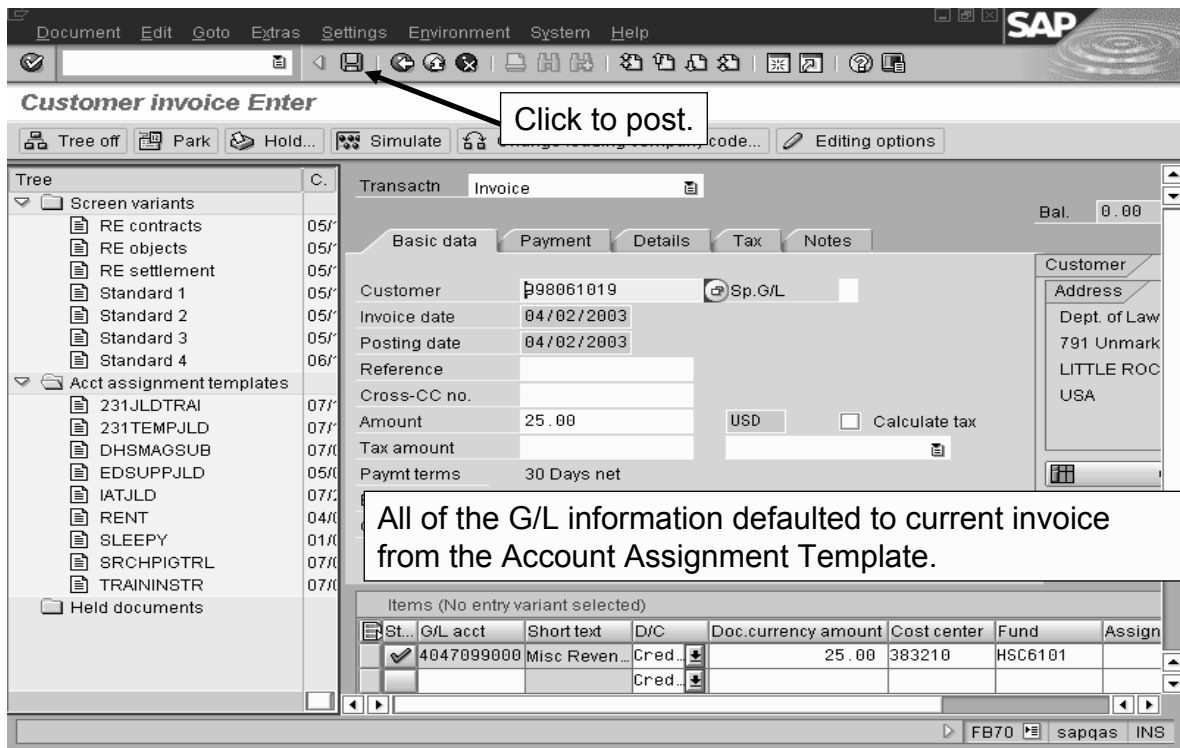
Continue Cancel

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To access the Account Assignment template from the Edit, Select Account Assignment Template path, type in the name of your Template here and click continue.



The screenshot shows the SAP 'Customer invoice Enter' screen. The menu bar includes Document, Edit, Goto, Extras, Settings, Environment, System, and Help. The toolbar contains icons for Tree off, Park, Hold..., Simulate, and a 'Click to post.' button. The left pane shows a tree structure with 'Screen variants' and 'Acct assignment templates'. The main area displays 'Transactn Invoice' with tabs for Basic data, Payment, Details, Tax, and Notes. The 'Basic data' tab is active, showing fields for Customer (998061019), Invoice date (04/02/2003), Posting date (04/02/2003), Reference, Cross-CC no., Amount (25.00), Tax amount, and Payment terms (30 Days net). The right pane shows customer information: Dept. of Law, 791 Unmark, LITTLE ROCK, USA. A text box states: 'All of the G/L information defaulted to current invoice from the Account Assignment Template.' The bottom table shows items with columns: St., G/L acct, Short text, D/C, Doc. currency amount, Cost center, Fund, and Assign. The first row is checked and shows: 4047099000, Misc Reven..., Cred., 25.00, 383210, HSC6101, and Assign.

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When the account information defaults, changes may be made to the amounts and the cost centers, if desired. However, remember the debits and credits must balance.

Click to post the document.



RECURRING ENTRIES

Recurring accounts receivable entries are business transactions that are repeated regularly with the exact same posting information.

Recurring entries can be defined for G/L accounts, customers, or vendors. The following data remains unchanged in recurring entries.

- Posting keys
- Account
- Line item amounts



ENTER RECURRING ENTRY – FBD1

Transaction FBD1 is used to record data into a recurring document. The recurring entry posting program uses this document as a basis for creating accounting documents. The recurring document specifies exactly when the system should carry out a posting using the data contained in it.



Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Header Data

G/L item fast entry Post with reference

Company code ARK

Recurring entry run

First run on 050103 }
Last run on 040104 }
Interval in months 01 }
Run date
Run schedule

☐ Transfer amounts in local currency
☐ Transfer tax amounts in local currency

☒ Copy texts

Document header information

Document type DR }
Reference Recurring entry }
Document header text Test 02 }
Trading part.BA

Currency/rate USD
Translation dte 04/15/2003

First line item

PstKy 01 Account 998061012 G/L Trans.type

FBD1 sapgas INS

Upon completion of fields, press enter.

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Enter the following”

- First run on – the first posting date for the recurring document.
- Last run on – the last posting date for the recurring entry
- Interval in months – the interval can be monthly, every 2 months, 3 months, etc.
- Run date – the day of the month to be the posting date may be specified. If the run date is left blank the system will default to the date entered in the “First Run On” field.
- BE SURE to select the “Copy texts” box.
- Document type – DR
- Reference and Doc header text – optional
- PstKy – 01 (Invoice)
- Account – Customer account number



Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Add Customer item

More data Act assignmt model... G/L item fast entry Tax amounts

Customer 998061012 Dept. of Basic Education G/L acc 1140001000
Company code ARK 701 9th Street
State of Arkansas SOUTH SIDE

Item 1 / Invoice / 01

Amount 500.00 USD
Tax amount
☐ Calculate tax Tax code
Bus. area 0610 Dunning area
Payt terms NT30 Days/percent 30 / /
Bline date 04/18/2003 Disc. amount
Disc. base Invoice ref. / /
Pmnt block Pmnt method Pmnt meth.supl.
Payment ref.
Assignment
Text Long text

Next line item
PstKy 50 Account 40480005000 G/L

FBD1 sapqas INS

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Enter:

- Amount –monthly (periodic) invoice amount
- Bus. Area – your business area
- PstKy – 50 (Credit entry)
- Account – revenue G/L account number

NOTE: DO NOT ENTER TEXT ON TEXT LINE ON THIS SCREEN (CUSTOMER). TEXT WILL BE ENTERED ON TEXT FIELD ON G/L SCREEN.



Document Edit Goto Extras Settings Environment System Help

SAP

Enter Recurring Entry: Add G/L account item

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account 4048005000 Equipment Rent
Company code ARK State of Arkansas

Item 2 / Credit entry / 50

Amount 500.00 USD
Tax code
Jurisdict. code 0411903201 ☐ W/o cash d
Cost center 383211 Business area
Fund Order
WBS element TP Fund

Trading part.BA
Assignment
Text Monthly rental for office furniture Long text

Next line item
PstKy Account Sp.G/L

FBD1 sapqas INS

Upon completion of fields, press enter.

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Enter:

- Amount – enter the monthly amount again
- Cost center
- Text – enter desired text – **NOTE:** Text must be entered through the Long text button as on Customer Invoice (see slides 19-22)



Document Edit Goto Extras Settings Environment System Help

SAP

Enter Recurring Entry: Correct G/L account item

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account 4048005000 Equipment Rent
Company code ARK State of Arkansas

Item 2 / Credit entry / 50

Amount 500.00 USD

Tax code

Jurisdic. code

Cost center 383211

Fund HSC6101

WBS element

Trading part.BA

Assignment

Text Monthly rental for office furniture

W/o cash disc. Business area 0610

Order

TP Fund

More

Long text

Next line item

PstKy Account Sp.G/L

FBD1 sapqas INS

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Document Edit Goto Extras Settings Environment System Help

SAP

Enter Recurring Entry: Display Overview

Display currency Act assignmt model... G/L item fast entry Taxes

Document date 04/15/2003 Type DR Company code
Posting date 04/15/2003 Period 10 Currency USD
Document number INTERNAL Fiscal year 2003 Translation dte 04/15/2003
Reference RECURRING ENTRY
Doc.header text Test 02 Trading part.BA

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	01	0610 0998061012 Dept. of Basic Educ		500.00	**
002	50	0610 4048005000 Equipment Rent		500.00 -	

D 500.00 C 500.00 0.00 * 2 Line items

Other line item

PsttKy I count Sp.G/L Trans.type

FBD1 sapqas INS

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All entries must be in balance.



Document Edit Goto Extras Settings Environment System Help

Enter Recurring Entry: Header Data

G/L item fast entry Post with reference

Company code ARK

Recurring entry run

First run on ☒

Last run on ☒

Interval in months

Run date

Run schedule

☐ Transfer amounts in local currency ☐ Copy texts

☐ Transfer tax amounts in local currency

Document header information

Document type ☒ Currency/rate USD

Reference Translation dte 04/15/2003

Document header text

Trading part.BA

First line item

PstKey Account Sp.G/L Trans.type

Document 9100000002 was stored in company code ARK

FBD1 sapqas INS

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The document number will be displayed at the bottom of the screen.

NOTE: This is **NOT** a posted document. The entry is not posted until the recurring entry program is executed each month by the AASIS Support Center. Upon completion of the postings, a system message is sent out stating that recurring entries have been run. User may then print customer invoices, transaction ZINVC.

All recurring entries are to be submitted to DFA Office of Accounting for approval prior to the first posting date. All changes and/or deletions of recurring entries will be done by DFA Office of Accounting.



RECURRING DOCUMENT TRANSACTIONS

The following are additional transactions for recurring documents:

- FBD3 – Display Recurring Document – allows you to display recurring documents.
- FBD4 – Recurring Document Changes – allows you to view any changes made to recurring documents.